

Initial Setup Walkthrough: Public Applicant Portal

City of Bellaire – Development Services

2021

Overview:

IMPORTANT NOTE: This is a basic guide developed to assist with general account setup. For more detailed assistance, please refer to the wiki at the following link:

<https://help.dudesolutions.com/Content/SmartGov/CitizenPortal/Citizen-Portal.htm>

For any other questions contact the Development Services Department at (713) 662-8230 or by e-mail at inspections@bellairetx.gov.

Contents:

Page 4 - Account Setup

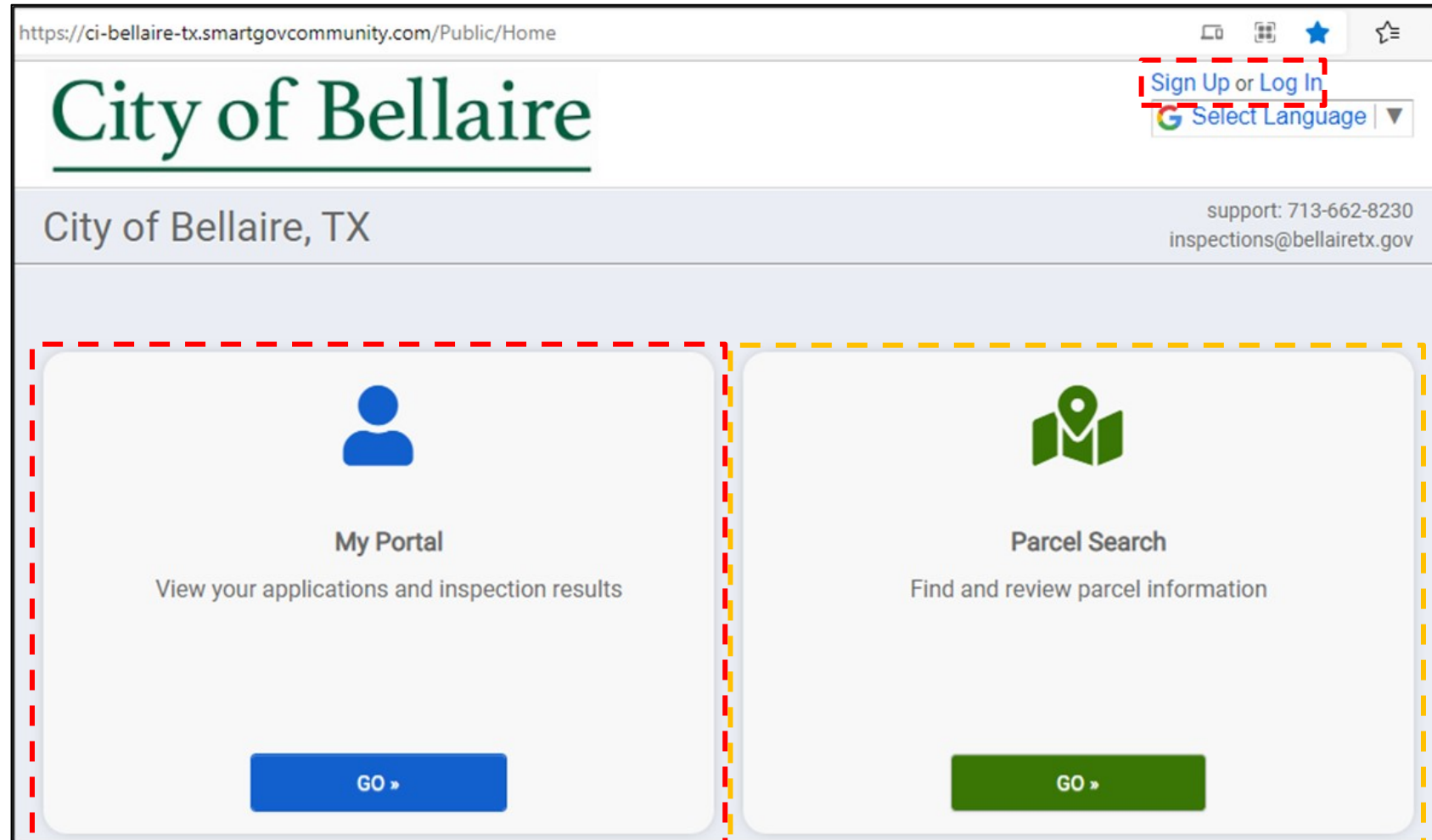
Page 10 - New Contractor Registration

Page 21 - New Permit Request

Page 36 - Payment Overview

Page 42 - Inspection Request

The Portal for all requests through Development Services is located at the following URL:
<https://ci-bellaire-tx.smartgovcommunity.com/Public/Home>



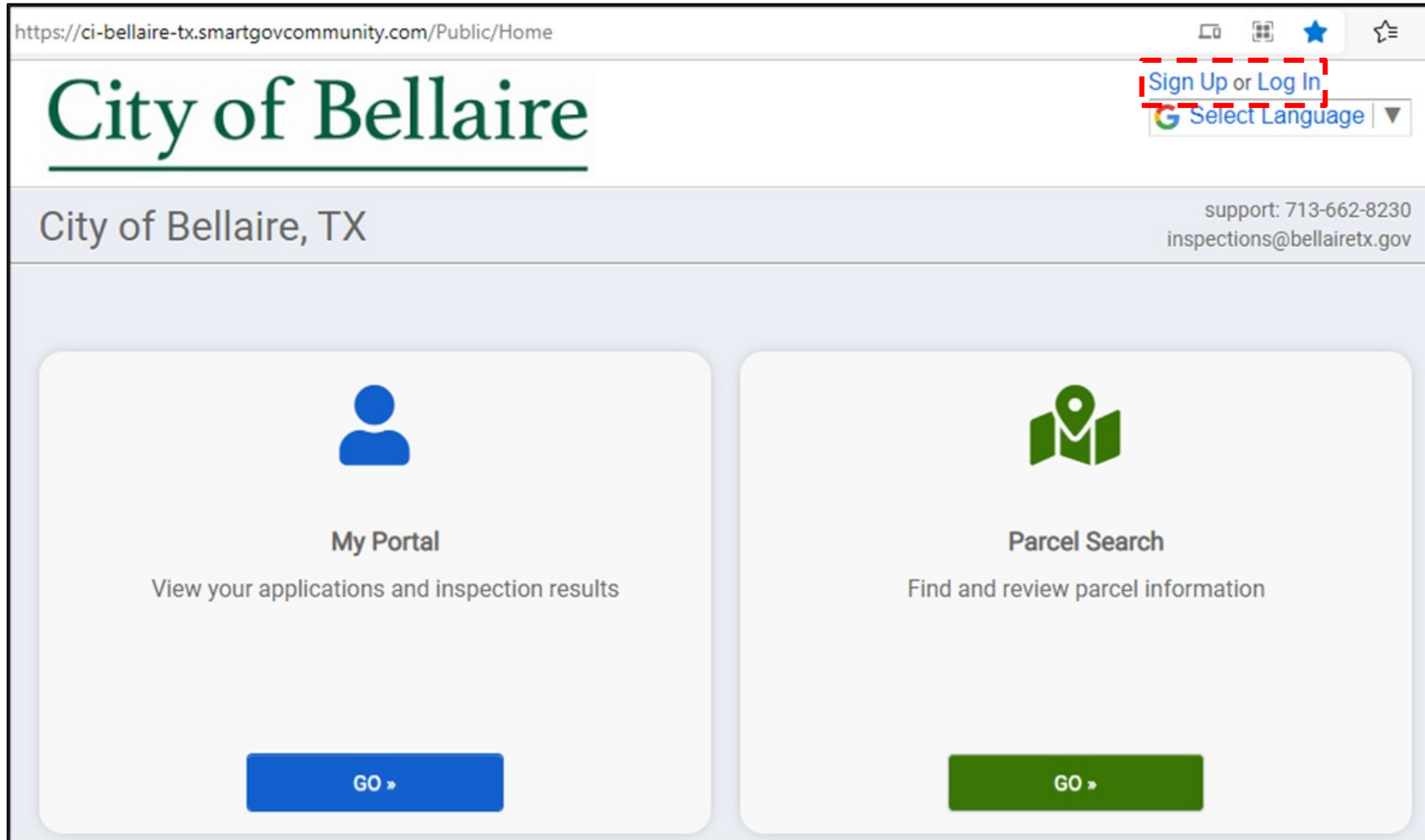
Use the **MY PORTAL** section to apply for permits and contractor registrations, schedule an inspection, and view inspection activity.

Note: Prior to utilizing all features of the portal; applicants must sign up for an account

The **PARCEL SEARCH** section contains an interactive City map with Zoning and FIRM (flood category) information.

Note: The PARCEL SEARCH does not require registration and can be used without an account.

Account Setup



When setting up an account, ensure that you provide a monitored email address as this is where all communication will be sent.

City of Bellaire

1 Account

2 Contact

3 Review

Create a Portal Account

Do you already have an account? [Sign In](#)

Email Address:*

Valid Email Address

Password:*

Minimum 8 characters

Confirm Password:*

Re-enter password

Access Code

Code:

(NOT REQUIRED)

The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.

CANCEL

NEXT →

NOTE: The Access Code is not required and is only when previously directed by the City of Bellaire

Ensure the phone number listed is an active number that is available during business hours with availability to leave a message.

1 Account

2 Contact

3 Review

Your Contact Information

First Name:*

Last Name:*

Display Name:*

(INSERT COMPANY NAME)

Address:*

City:*

State:*

Select an Option

Zip Code:*

e.g. 12345 or 12345-6789

Phone #:*

e.g. (555) 555-5555

Phone Type:*

Select an Option

← PREVIOUS

NEXT →

NOTE: The Display Name must be the name of the company, not the individual. This will auto populate with first/last name and will need to be updated

Please ensure that this is spelled correctly.

Before completing your account set up, you will have the option to correct any errors before final submission.

City of Bellaire

1 Account

2 Contact

3 Review

Review the information below

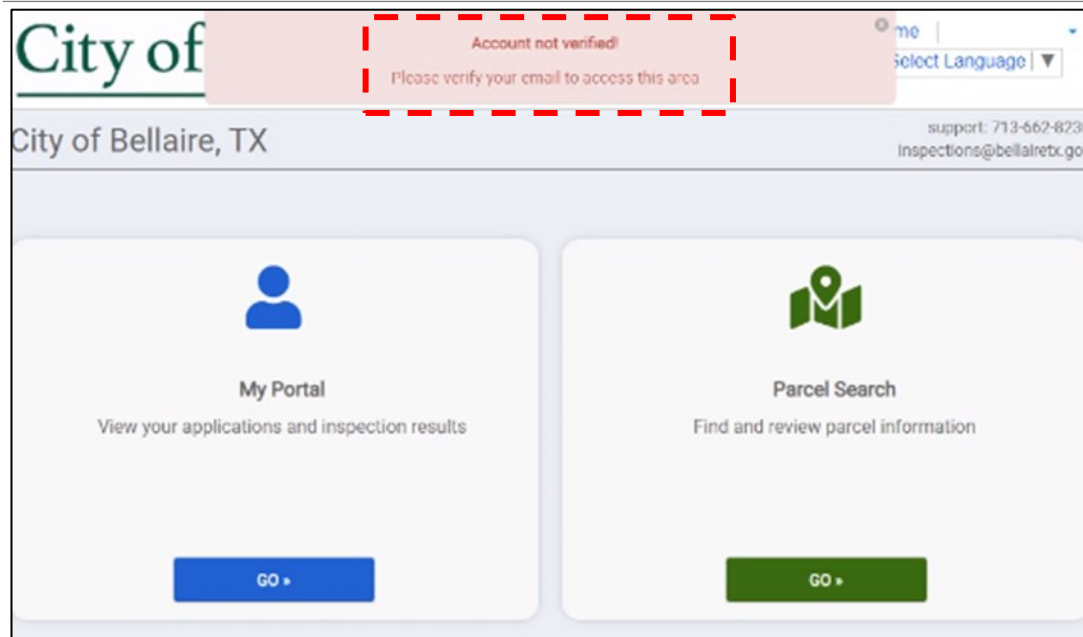
Account [edit](#)

Contact [edit](#)

☐ I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT

After creating an account on the portal, the email address must be verified prior to completing a request.



BELLAIRE, TX online account verification

om

isplayed, click here to view it in a web browser.
your privacy, Outlook prevented automatic download of some pictures in this message.



[Training] CITY OF BELLAIRE, TX online account verification

Your account has been created for the portal. Please click on the link below to verify your account.



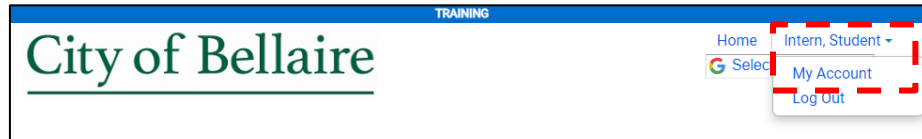
For any questions or concerns, please call 713-662-8230 or inspections@bellairetx.gov.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

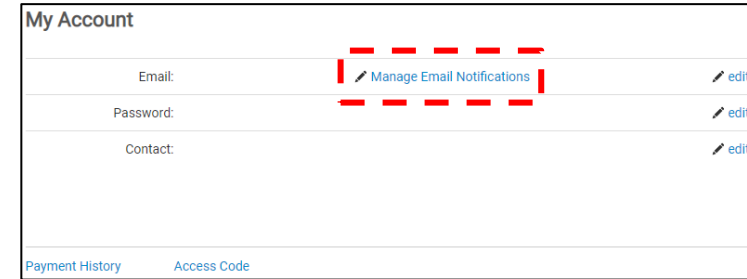
EXTERNAL email: Exercise caution when opening. Do not click on links or open attachments without verifying the sender's intent.

Once you have validated your email address, you should ensure email preferences are set to receive updates.

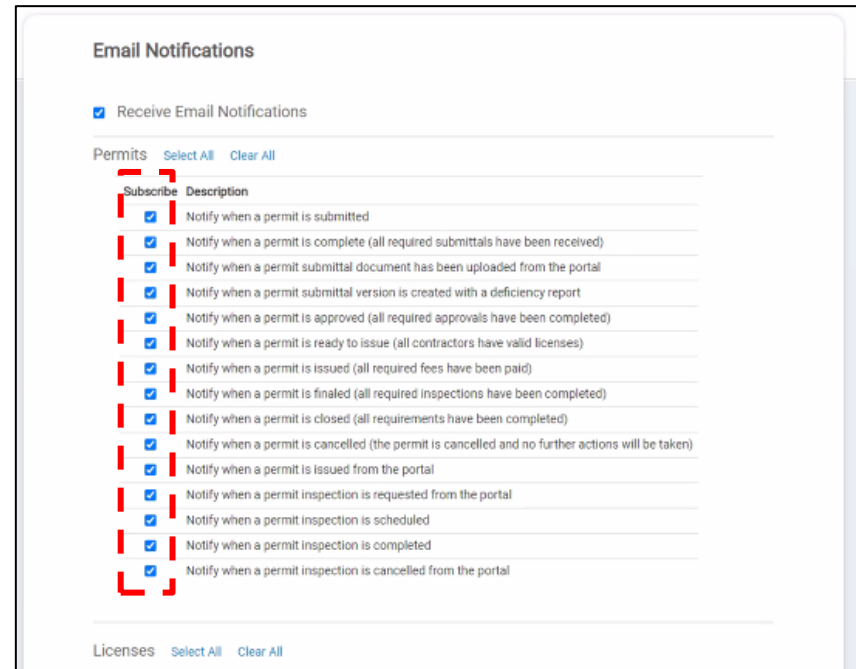
Step 1: Click Your Name in the upper right of the screen; then click “My Account”




Step 2: Click the link to checkout



Step 3: Ensure the boxes are checked for the notification you would like to receive




New Contractor Registration



Apply Online

Apply online with our quick and easy process


APPLY »



Pay Online

Pay your applications quickly and securely

PAY »



My Inspections

Request an inspection when you are ready

REQUEST »

[View Applications](#)

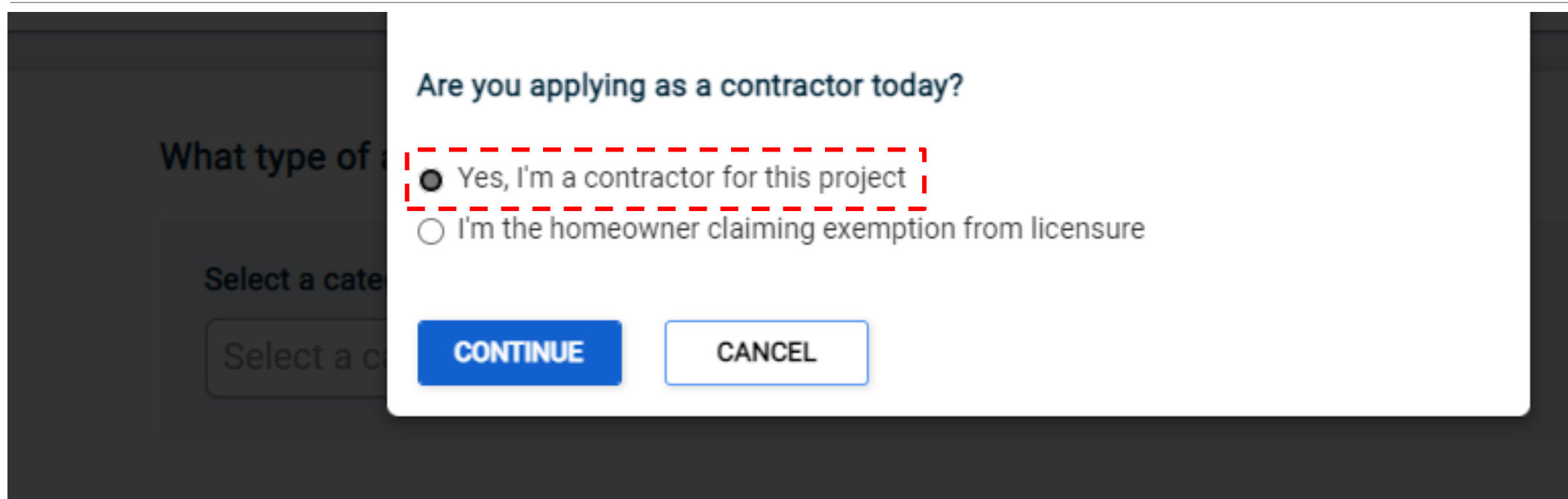
30	active
0	expired / inactive
0	closed

My Applications

Review your applications and inspection results

VIEW »

Select “Yes, I’m a contractor for this project” from the pop-up screen.



Are you applying as a contractor today?

☒ Yes, I'm a contractor for this project

☐ I'm the homeowner claiming exemption from licensure

CONTINUE CANCEL

IMPORTANT NOTE: The homeowner exemption is for homeowners only. Falsifying this selection will result in your application being denied.

Select Development Services in the Category drop down menu.
Then select the appropriate registration type from the Application menu

What type of application do you need today?

Select a category to view your options

Development Services (Contractor Registration, Food Vendor, ... ▾)

<input type="radio"/> Address Request	<input type="radio"/> Builder - General Contractor Registration
<input type="radio"/> Certificate of Occupancy - Commercial	<input type="radio"/> Certificate of Occupancy - Residential
<input type="radio"/> City Leased Property	<input type="radio"/> Electrical Contractor Registration
<input type="radio"/> Food Dealer Permit	<input type="radio"/> Garage or Estate Sale Permit
<input type="radio"/> HVAC Contractor Registration	<input type="radio"/> Irrigator Contractor Registration
<input type="radio"/> Master Plumber Contractor Registration	<input type="radio"/> Mobile Food Vendor Permit
<input type="radio"/> Parking Pass Permit	<input type="radio"/> Permanent Sign Permit (Ground / Monument / Wall / Window)
<input type="radio"/> Registration for Architect, Designer, etc.	<input type="radio"/> Right of Way Permit
<input type="radio"/> Special Event Permit	<input type="radio"/> Temporary Food Vendor Permit
<input type="radio"/> Temporary Sign Permit (Banner, Dumpster, Temporary, Refaces, etc.)	<input type="radio"/> Tree Disposition Permit

CANCEL NEXT

Confirm that the correct registration type was selected in License Type;
Ensure Doing Business As is the same as your company name

1

Type

2

Applicant

3

Location

4

Review

Start your application

License Type: *

Builder - General Contractor Registration

Doing Business As: *

Company Name Here

Licensee:

CANCEL

NEXT →

Note: Doing business as should be the same company name you have registered as

When entering the Applicant details; ensure license number and expiration date are correct

Applicant details

Please confirm your details.

Applicable State of
Texas License
Number or NA:*

Applicable State
License Expiration
Date or 1/1/2000:*



Company Name:*

Company Daytime
Phone Number:*

Emergency Contact
Phone Number:*

Company Full Mailing

Note: State registered contractors must input the state license numbers. General contractors should provide the drivers license number of the primary contractor.

Follow the Prompts for Address Location

Site location

> FOR CONTRACTOR REGISTRATIONS - THIS SCREEN REFLECTS YOUR MAILING ADDRESS.

> FOR FOOD DEALERS, MOBILE FOOD VENDORS AND TEMPORARY FOOD PERMITS - THIS SCREEN REFLECTS YOUR PRIMARY PHYSICAL LOCATION.

Address:

(NOT THE JOB SITE ADDRESS)

City:

State:

Zip Code:

[I want to enter a parcel # instead.](#)

← PREVIOUS

NEXT →

Once you have submitted the request, an application number will be provided.
Ensure this number is available when contacting Development Services.

The screenshot shows a web browser displaying the City of Bellaire website. A white confirmation modal is centered on the screen. The modal contains the following text: "Your license application is submitted!" followed by the application number "REG07989" which is enclosed in a red dashed rectangular box. Below this, it says "Confirmation email sent to tduncan@bellairetx.gov". A horizontal line separates this from the next section, which states "Application Status: Application Received" in red text, followed by "The next page outlines the details of your license application. Please review this page to see if any additional actions are needed to process your application." At the bottom of the modal is a blue button with the text "Go to my new license". In the background, the website header includes "City of Bellaire", "Home", "Intern, Student", and a "Select Language" dropdown. Below the modal, the page shows "License Type: Building - Concrete Contractor Registration", "Doing Business As: Student Intern", and "License Address: 7008 S Rice Ave, Bellaire, TX 77401". At the very bottom, a dark blue button with the text "SAVE AND CONTINUE" is partially visible.

City of Bellaire

Home Intern, Student

Select Language

Your license application is submitted!

REG07989

Confirmation email sent to tduncan@bellairetx.gov

Application Status: **Application Received**

The next page outlines the details of your license application.
Please review this page to see if any additional actions are needed to process your application.

[Go to my new license](#)


License Type: Building - Concrete Contractor Registration

Doing Business As: Student Intern

7008 S Rice Ave
License Address: Bellaire, TX 77401

SAVE AND CONTINUE


In order to review any submitted applications, select the VIEW button on My Applications tab of the portal



Apply Online

Apply online with our quick and easy process


APPLY »



Pay Online

Pay your applications quickly and securely

PAY »



My Inspections

Request an inspection when you are ready

REQUEST »

[View Applications](#)

30	active
0	expired / inactive
0	closed

My Applications

Review your applications and inspection results

VIEW »

Click on the blue letters that match your request number

My Applications

Active					
▲ 2 records					
Licenses					
Number/Type	Business	Effective	Expires	License Status	Renewal Status
REG08021 Builder - General Contractor Registration				Pending	Inactive
REG08096 Builder - General Contractor Registration				Pending	Application Received

Click Submittals or scroll down to the Submittals area.

REG07989 Building - Concrete Contractor Registration

Contact

Business:
Student Intern

License Status: Pending

Due Now:
\$0⁰
Additional fees may be required

Renewal Status: Application Received

Effective: 7/14/2021

Expires:

Contacts

Submittals

Fees

Contacts

Applicant for contractor registration or business license:

Submittals

After completing request, applicant must upload all required documents before Development Services can approve request.

Contacts

Submittals

Fees

Contacts

Applicant for contractor registration or business license:

Submittals

Submittal	Required	Received	Version	Status
Contractor Registration Form (Not Required for Online Apps)	Yes		1	Pending 0 Files
Valid form of personal identification [drivers license, passport]	Yes		1	Pending 0 Files
Certificate of Insurance	Yes		1	Pending 0 Files

Fees

Fee	Amount	Paid	Balance	Due Now
Contractor Registration	\$85.00	\$0.00	\$85.00	\$0.00
Contractor Registration Administrative Fee	\$30.00	\$0.00	\$30.00	\$0.00
Total :	\$115.00	\$0.00	\$115.00	\$0.00

Click on the blue [0 Files](#) link. This will take you to a file upload screen.

If you have any issues uploading files, contact Development Services for assistance before proceeding.

IMPORTANT: Only upload one file for each submittal. Combine all documents into one PDF file.

REG08096 Builder - General Contractor Registration [Contact](#)

Certificate of Insurance

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete
----------------	----------	---------------	---------------	-------------	--------

[Return To License Detail](#) [Upload](#) [Delete](#)

If you do not see an Upload or Delete button, contact Development Services for assistance before proceeding.


After Uploading All Required Documents, Contact Development Services

IMPORTANT: After completing registration requests, your license registration must be verified prior to being able to request permits.

Phone: (713) 662-8230 or

E-mail: inspections@bellairetx.gov


Building / Service / Zoning Requests



Apply Online

Apply online with our quick and easy process


APPLY »



Pay Online

Pay your applications quickly and securely

PAY »



My Inspections

Request an inspection when you are ready

REQUEST »

[View Applications](#)

30	active
0	expired / inactive
0	closed

My Applications

Review your applications and inspection results

VIEW »

IMPORTANT: For Contractors, after completing registration requests, your license registration must be verified prior to being able to request permits.

Phone: (713) 662-8230 or
E-mail: inspections@bellairetx.gov

Select “Yes, I’m a contractor for this project” from the pop-up screen.

Are you applying as a contractor today?

☒ Yes, I'm a contractor for this project

☐ I'm the homeowner claiming exemption from licensure

CONTINUE CANCEL

IMPORTANT NOTE: The homeowner exemption is for homeowners only. Falsifying this selection will result in your application being denied.

Select Category and Application Type

What type of application do you need today?

Select a category to view your options

Building Permits (Construction, Electrical, Plumbing, HVAC, et... ▾)

<input type="radio"/> Commercial - Addition Permit	<input type="radio"/> Commercial - Addition with Remodel
<input type="radio"/> Commercial - New Permit	<input type="radio"/> Commercial - Remodel Permit
<input type="radio"/> Curb Cut Permit	<input type="radio"/> Demolition Permit
<input type="radio"/> Driveway / Flatwork Permit	<input type="radio"/> Fence Permit
<input type="radio"/> Flood Repair Permit	<input type="radio"/> Floodplain Development Permit (FPDP)
<input type="radio"/> Generator Permit	<input type="radio"/> Home Elevation Permit
<input type="radio"/> Moving (Structure Relocation)	<input type="radio"/> Photovoltaic / Solar Permit
<input type="radio"/> Residential - Addition Permit	<input type="radio"/> Residential - Addition with Remodel Permit
<input type="radio"/> Residential - New Permit	<input type="radio"/> Residential - Remodel Permit
<input type="radio"/> Roofing or Re-Roof Permit	<input type="radio"/> Sewer and or Water Tap permit
<input type="radio"/> Swimming Pool Permit	

CANCEL NEXT

If the drop down does not show Building Permits as a Category, return to the previous section and ensure contractor registration is complete.

Enter the job site address. Follow the instructions on the screen to ensure proper processing of the application.

Where is your project located?

A valid site address is required for all permit applications. Start typing the site address for your permit. Once the address populates, please select it by clicking on it. For right-of-way permits only, if work is not taking place at an exact address, enter full street name or intersection.

If your address does not populate, try locating the parcel number <https://hcad.org/property-search/real-property/real-property-search-by-address/>. Then enter parcel number below.

I want to [enter a parcel #](#) instead.

Address:

(INSERT JOB SITE ADDRESS HERE)

City:

State Zip Code

TX

CANCEL NEXT

After Selecting a HCAD listed address, the parcel information will auto populate. Verify the information for accuracy before continuing.

Where is your project located?

A valid site address is required for all permit applications. Start typing the site address for your permit. Once the address populates, please select it by clicking on it. For right-of-way permits only, if work is not taking place at an exact address, enter full street name or intersection.

If your address does not populate, try locating the parcel number <https://hcad.org/property-search/real-property/real-property-search-by-address/>. Then enter parcel number below.

Parcel #:

HCAD Parcel #
will Appear Here

Address:

Address will Appear
Here

[Edit Information](#)


CANCEL

SAVE AND CONTINUE

*If this
information
is incorrect,
edit the
information
before
continuing.*


After confirming the address, the portal will bring you to your application screen. Follow the onscreen instructions.

TRAINING

 **Welcome to your project page!**

Everything you need to manage your project from start to finish is here

- Complete your application
- Add site plans and required documents
- Review your project plan with the city
- Schedule inspections
- Finalize the completed project and print certificates


 **Additional permits identified for your project**
Please refer to the **Related Permits** section on your project page to view additional requirements needed to obtain your permit.

GET STARTED


For the site location, ensure you select the auto corrected address that best matches your request

City of Bellaire

[Home](#)

 [Select Language](#) ▼

Residential - New Permit



Building Permits (Construction, Electrical, Plumbing, HVAC, etc.)

Application Number P21-01061

Current Status Not Submitted

Estimated Fees

\$235⁰⁰

Additional fees may be required

Please complete the following information to submit your permit application.

[? NEED HELP?](#)

▲ My Project

✔ Done

PLEASE PUT IN A FULL DESCRIPTION. We will not be able to assess your permit if we do not understand the type of project you are doing.

NOTE: If you are unsure of what type of permit you need, please contact the Development Services Department at 713-662-8230 for assistance.

Location

[← View Applications](#)

Estimated Fees **\$235⁰⁰**

[SUBMIT APPLICATION](#)

Page 29

Scroll down to the My Project drop down and expand the section. Fill out all required information before continuing. Then click save.

▲ My Project

Done

PLEASE PUT IN A FULL DESCRIPTION. We will not be able to assess your permit if we do not understand the type of project you are doing.

NOTE: If you are unsure of what type of permit you need, please contact the Development Services Department at 713-662-8230 for assistance.

Location

Parcel	Created	11/12/2021
BELLAIRE, TX 77401	Approved	--
	Issued	--
	Closed	--
	Application Expires	12/12/2021

[Change Location](#)

Give your project a name

(Insert Job Site Address Here)

Describe the purpose of the permit

(If Subcontractor, this must include primary permit number)

Scroll down to the Related Permits drop down and expand the section. Required permits must be submitted prior to permit issuance.

▲ Related Permits

Additional permits identified for your project

Additional permits are needed for your project. Below are those directly related to the permit you are currently viewing

VIEW ALL REQUIRED PERMITS

* Required for review and approval of your application

⌚ Required before the parent permit can be closed

Permit Type	Reference Number	Current Status
Fence Permit *	P21-01062 Not Submitted	Application not complete
Floodplain Development Permit (FPDP) *	--	APPLY NOW
Sewer and or Water Tap permit *	--	APPLY NOW
Tree Disposition Permit *	--	APPLY NOW
Curb Cut Permit ⌚	--	APPLY NOW

If you do not see a subordinate permit that you have submitted, contact Development Services.

Click APPLY NOW to create a sub permit from this screen.

Scroll down and verify the permit Contacts (if necessary). Expand the Permit Contractors section and verify all contractor information.

▼ Permit Contacts

✓ Done

▲ Permit Contractors

✓ Done

Start typing the contractor's business name and click the selection from the drop-down choices. If your contractor is not listed, or you are not using a contractor, please click on the Next button to continue with your application.

Contractor	License Number	Primary	
		<input type="radio"/>	X Remove
		<input checked="" type="radio"/>	

+

 ADD CONTRACTOR

☐ We have not hired a contractor for this project

Contractor Registration and Insurance must both be listed separately.

Scroll down and expand the Permit Details. Double check all information before saving as these details will affect fee amounts.

▲ Permit Details

Not Complete

IMPORTANT! The questions required here may determine the cost of the permit. Please enter the following information about your permit.

If you have any questions on how to proceed with the answer please contact the Development Services Department at 713-662-8230 or inspections@bellairetx.gov.

Project Category

Residential

Location is in flood hazard area *

Scope of Work - New Construction *

Type of Residential Building *

Construction Cost *

Note: Do not add figures such as dollar signs or percent signs

After completing request, applicant must upload all required documents before Development Services can approve request.

Documents with an “n/a” in the Received column are not required for submittal, all documents with a “--” in the Received column must have a file uploaded prior to submittal.









▲ Permit Submittals

At least 1 file must be uploaded for each submittal requirement

ⓘ Not Complete

* Required for Application

🕒 Required before permit can be closed

Submittal Name	Received	Version	Status	
Revisions to Previously Issued Permit (address_revisions.pdf)	n/a	1	Pending	 Upload
Approved Plans Documents	n/a	1	Pending	 0 Files
Based on construction Documents. Provide Flood Vent Calculations. (File Name: Address_EC.pdf) *	--	1	Pending	 Upload
Boundary and Topographical (File Name: Address_Survey.pdf) *	--	1	Pending	 Upload
Tree Disposition Plan & Tree Survey (File Name: Address_Tree.pdf) *	--	1	Pending	 Upload
CenterPoint Approval (File Name: Address_CenterPoint.pdf) — IF NO POWERLINE IN VICINITY, UPLOAD PHOTO EVIDENCE *	--	1	Pending	 Upload
One-Call Utility Location (File Name: Address_Onecall.pdf) *	--	1	Pending	 Upload
Completed Connection Sheet and Site Plan with Water Meter and Tap locations (File Name: Address_Watermeter.pdf) *	--	1	Pending	 Upload

Click on the blue Upload word. This will take you to a file upload screen.

Only submit one file per requirement. File must be named as described in Submittal Name.

Once required documents have been uploaded and processed, fee details will populate in the fee portion of the application as well as in the fees tab


▲ Permit Fees		Estimated Fees \$315.00			
Fee	Amount	Paid	Balance	Due Now	
Residential - New Permit P21-01061					
Fire Marshal Plan Review	\$ 50.00	\$0.00	\$ 50.00	\$0.00	
Drainage	\$ 0.00	\$0.00	\$ 0.00	\$0.00	
Permit Fee	\$ 30.00	\$0.00	\$ 30.00	\$0.00	
Building	\$ 70.00	\$0.00	\$ 70.00	\$0.00	
Certificate of Occupancy - Final	\$ 50.00	\$0.00	\$ 50.00	\$0.00	
Residential Plan Review Fee	\$ 35.00	\$0.00	\$ 35.00	\$0.00	
Total		\$ 235.00	\$ 0.00	\$ 235.00	

IMPORTANT: IF THERE ARE ANY CONCERNS WITH ACCURACY OF THE FEES, CONTACT THE DEVELOPMENT SERVICES DEPARTMENT IMMEDIATELY

IMPORTANT: IF THERE ARE ANY CONCERNS WITH
ACCURACY OF THE FEES, CONTACT THE DEVELOPMENT
SERVICES DEPARTMENT IMMEDIATELY

Once all required details have been provided and all Submittal Document have been uploaded, you will be able to submit your application.

Residential - New Permit



Building Permits (Construction, Electrical, Plumbing, HVAC, etc.)

Application Number

P21-01061

Current Status

Not Submitted

Estimated Fees

\$315⁰⁰

Additional fees may be required

Please complete the following information to submit your permit application. [? NEED HELP?](#)

▼ My Project	✓ Done
▼ Related Permits	<div>Additional permits identified for your project</div>
▼ Permit Contacts	✓ Done
▼ Permit Contractors	✓ Done
▼ Permit Details	✓ Done

[← View Applications](#)

✓ Your application is complete!

SUBMIT APPLICATION

A green check mark and the word Done will show up on completed sections.

After clicking Submit Application, a pop-up will display. Note the 48-hour expected response window.

TRAINING

Submit Your Application

Please review and edit before moving on. ONCE YOU HAVE SUBMITTED YOU CANNOT GO BACK AND MAKE CHANGES!

A. Make sure to have a complete Project Description.

B. Make sure you have put in a Valuation. All new and remodel construction (both commercial and residential) permits must have a Project Valuation.

C. By submitting this application, you hereby certify that you have read and examined this application and know the same to be true and correct and are authorized to apply for this permit. Please note that submitting an application online is NOT an approval to start work. Work can only start AFTER a permit is issued.


After selecting the submit application button, scroll down on the application page to upload the required submittal(s) to complete the application process.

PLEASE ALLOW 48 HOURS TO RECEIVE AN E-MAIL RESPONSE REGARDING THE STATUS OF YOUR PERMIT APPLICATION.

SUBMIT APPLICATION


GO BACK

You can return to your application from the My Applications Tab




Apply Online
Apply online with our quick and easy process

APPLY »



Pay Online
Pay your applications quickly and securely

PAY »



My Inspections
Request an inspection when you are ready

REQUEST »

[View Applications](#)

30 active
0 expired / inactive
0 closed

My Applications
Review your applications and inspection results

VIEW »

My Applications

Active

▲ 4 records

Permits

Number/Type	Address	Submitted	Expires	Status
P21-01060 Residential - New Permit	7008 S RICE AVE	11/12/2021	12/12/2021	Not Submitted
P21-01061 Residential - New Permit	7008 S RICE AVE	11/12/2021		Application Submitted
P21-01062 Fence Permit	7008 S RICE AVE	11/12/2021	12/12/2021	Not Submitted

The Permit Approval Steps section of the permit will show the status of the approvals.

▼ Permit Inspections

There are 11 required inspections for this permit

▲ Permit Approval Steps

Follow the approval process

Follow your application through the approval process.

Step	Status	Date
Building Plan Review	Corrections Noted	11/12/2021
Drainage Review	Pending	11/12/2021
Plan Review - Fire Marshal	Pending	11/12/2021

If deficiencies are noted but you do not receive an email or notification of the details, contact Development Services.

Fee Payment

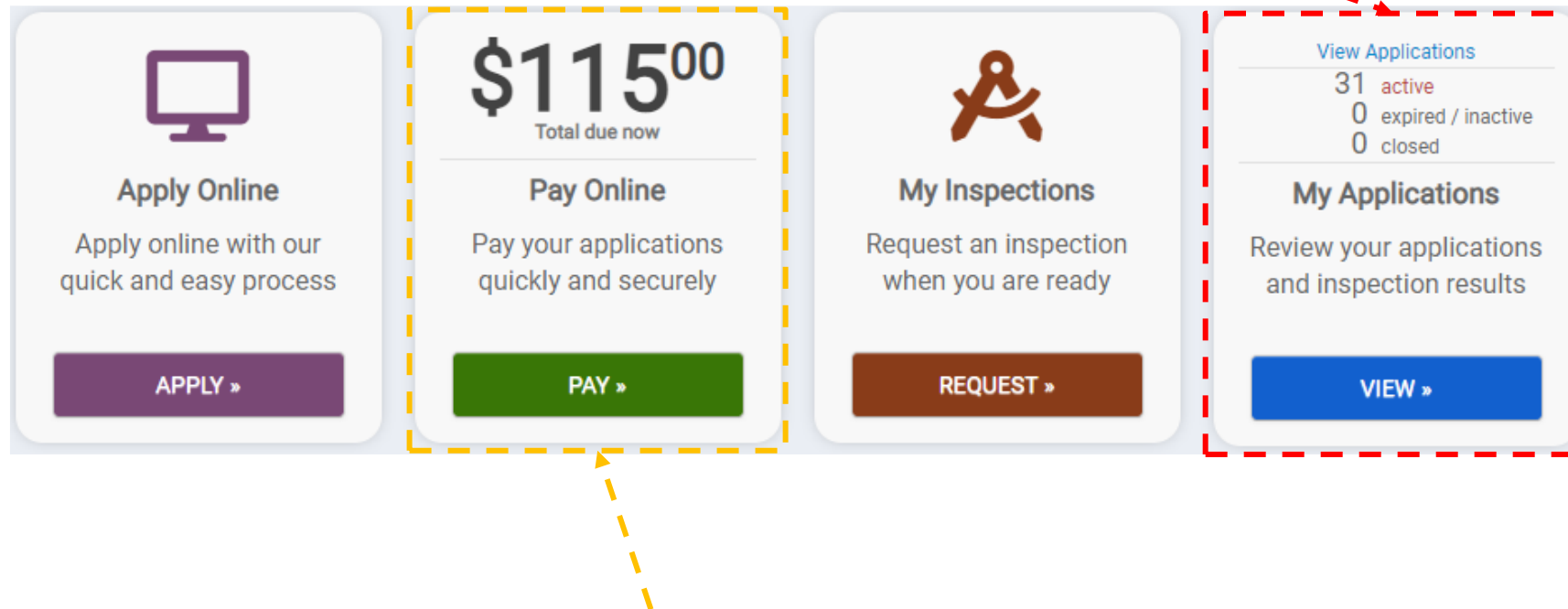
**IMPORTANT: IF THERE ARE ANY
CONCERNS WITH ACCURACY OF THE
FEES, CONTACT THE DEVELOPMENT
SERVICES DEPARTMENT IMMEDIATELY**

Note: For any questions regarding payment of fees, contact development services at the below phone number or email address.

Phone: (713) 662-8230 or

E-mail: inspections@bellairetx.gov.

Prior to seeing a payment, applicants must be approved by Development Services. Status of applications will update real time in My Applications.




Total due appears in the Pay Online link. **VERIFY THE FEE AMOUNT IS CORRECT.** Then: Click the link for details on required payments.

If you see “Pay in Office”, contact development service by phone at (713) 662-8230 or by E-mail at inspections@bellairetx.gov.

City of Bellaire

[Home](#) | [Intern, Student](#) ▼

 Select Language ▼

Pay in Office

REG07989

Building - Concrete Contractor Registration
Student Intern

7008 S Rice Ave
Effective 7/14/2021

Fees: \$115.00

Pay in Office

If you see the option to pay online follow the steps below.

Step 1: Click add to add the fee to your cart

Pay Online Click "add" to add the item to your shopping cart.

Add All to Cart

SAL21-00007
Garage or Estate Sale Permit
Purpose

7000 S 3RD ST

Fees: \$1.00

+ Add

Cart
Your cart is empty.

Proceed to checkout

Step 2: Click the link to checkout

Pay Online Click "add" to add the item to your shopping cart.

SAL21-00007
Garage or Estate Sale Permit
Purpose

7000 S 3RD ST

Fees: \$1.00 Payment: \$1.00

Submit

Cart
SAL21 00007 \$1.00
Total: \$1.00

Proceed to checkout

Step 3: Click the second "Proceed to Checkout >>" link

Review your invoice

Item Number	Total Amount Due	Payment
SAL21-00007	\$1.00	\$1.00
Total:	\$1.00	\$1.00

[edit invoice](#)

1. THE CITY ONLY ACCEPTS VISA AND MASTERCARD FOR CREDIT CARD PAYMENTS. You will be redirected to our third-party payment processor for payment.

2. By clicking the Submit Payment link to pay your permit fees you will be redirected to vendor URL, which is the Pace website. _____ Community Development provides this link as a courtesy to site visitors. To ensure payments are applied to your permit call xxx-xxx-xxxx with your payment confirmation code.

3. All permit fees are due up front at the time of application submittal. Once permit is submitted, if the project is cancelled refunds can only be given for the Permit Fee and not the Plan Check. Please note that all credit card transaction will be charged an additional \$x.xx convenience fee.

4. By clicking the Submit Payment link to pay your fees you will be redirected to vendor website the City of _____ merchant services provider. Any inquiries about payments should be made to the City of _____ please call (xxx) xxx.xxxx with your payment confirmation code.

A convenience fee is charged with each transaction made. Per City of _____ Resolution No. 2017-03, convenience fees are assessed and collected by the 3rd party agency handling the payments. The City of _____ DOES NOT receive any of the transaction fees charged.

Convenience Fees:

- Credit Cards - x% of the transaction amount for all credit cards. Payments under \$xx will be charged a flat \$x.xx fee.
- E-Check - \$x.xx per transaction.

Proceed to Checkout >>

Follow the steps on the payment website and you will be redirected back to the Portal once you have completed the payment

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * indicates a required field.

My Bills

Description
+ Permits payment of \$1.00 on Receipt Number S2100141

Cardholder Information

First Name: * Last Name: *


Address Line 1: * Address Line 2: *

City: * State: * Zip Code: *

Phone Number: * Email Address: *

Payment Information

Payment Method: *
Credit or Debit Card ▼

Card Number: * 

Expiration Date: * (in mm/yy format)
CVV: * Where is this number?

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 2: Review and Submit

Please review the details of the items you have selected to pay, along with the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions, and click Submit to send your payment for authorization.

My Bills

Description	Amount Due
Permits payment of \$1.00 on Receipt Number	\$1.00
Subtotal:	\$1.00
Convenience Fee:	\$2.00
Total Payment:	\$3.00

Customer Information

First Name: *
Last Name: *
Address Line 1: *
Address Line 2: *
City: *
State: *
Zip Code: *
Phone Number: *
Email Address: *

Payment Information

Payment Date: *
Card Type: *
Card Number: *

Terms and Conditions

CONVENIENCE FEE
Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card, debit card or electronic check payments. IN ORDER TO USE THIS SERVICE YOU MAY HAVE TO PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY
This service is accessible through the Internet. In order to use this service you will need a personal computer access to the Internet with an Internet service provider and a web browser which supports this service.

ACCURACY OF YOUR INFORMATION AND BILLING, COMPLETION OF PAYMENT
You are solely responsible for providing accurate and complete information to use this service and for confirming any amount(s) owed to your Payee. Completion of your online payment is contingent upon

☐ I Agree to Terms and Conditions

Note: Ensure a valid email address is used and maintain the receipt

After a payment has been made, you will receive a payment confirmation on the Portal.

Payment Confirmation

Print Receipt

Payment Received

Transaction Summary

Receipt #: S2100141

Confirmation #: 97155292

Amount: \$1.00

Payment History

My Portal

Additionally, payment confirmation can be viewed in the My Applications tab of the portal under the associated request.

<div><div>Fees</div><div>The fees listed below are subject to change and are not considered the final amount until the permit is in a ready status and the fees are due. Fee totals below may not reflect all fees, including fees calculated by hourly rates. Projects requiring plan review are subject to a plan review fee due when you submit your application. Permit fees are due when the permit is issued. A \$30.00 issuance fee is charged for all permits.</div></div>				
Fee	Amount	Paid	Balance	Due Now
Permit Processing Fee (non-refundable)	\$30.00	\$30.00	\$0.00	\$0.00
Sign Permit - Application Review Fee	\$20.00	\$20.00	\$0.00	\$0.00
Temporary Sign Permit	\$20.00	\$20.00	\$0.00	\$0.00
Total : \$70.00		\$70.00	\$0.00	\$0.00

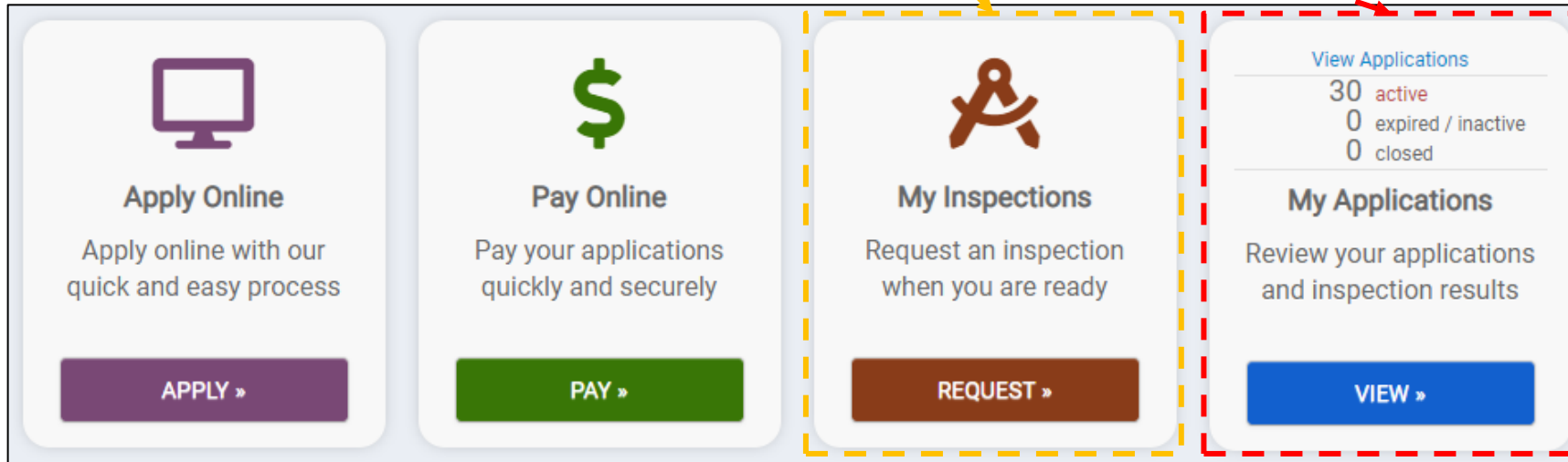
Inspection Requests

Note: Prior to requesting an inspection, all fees must be paid, licenses must be valid (not expired), and permits must be ISSUED (not pending)

Phone: (713) 662-8230 or

E-mail: inspections@bellairetx.gov

Inspections may be made through the Permit Inspections section of the application or through the My Inspections section.



Inspection requests cannot be made until the associated Permit Request has been issued. Inspections will not be conducted without issuance of a permit.

Request an Inspection

Inspections are scheduled for the next business day only. Cut off time for next day inspections is 4 PM. Inspections requested after 4 PM will be scheduled for the following business day.

Application:

TAP21-00003 : SEWER TAP - WATER TAP : 7008 S RICE AVE, BELLAIRE

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

PLUMBING - FINAL

Requested For:

7/16/2021

Requested For Time

TBD


Slot:

Comments:

Request Morning Inspection

✓ REQUEST INSPECTION

After an inspection request has been made, coordinating information can be seen on the My Inspections tab as well as in the details for the application associated with the inspection



Apply Online

Apply online with our quick and easy process

APPLY »

\$115⁰⁰
Total due now

Pay Online

Pay your applications quickly and securely

PAY »

You have 1 inspection upcoming
07/16 To Be 7008 S RICE AVE

My Inspections

Request an inspection when you are ready

REQUEST »

[View Applications](#)
30 active
0 expired / inactive
1 closed

My Applications

Review your applications and inspection results

VIEW »

Inspections Details in the My Applications tab will show up in the Request in which the inspection was associated with

▲ Permit Inspections			There are 11 required inspections for this permit	
Inspection	Date	Status		
Concrete Pour-Back Inspection	11/12/2021	Pending Initial Inspection	CANCEL	
Piers Inspection			REQUEST INSPECTION	
Forms Survey Inspection			REQUEST INSPECTION	
Foundation Inspection			REQUEST INSPECTION	
Hurricane Strips / Straps			REQUEST INSPECTION	
Nail Pattern Inspection			REQUEST INSPECTION	
Stucco Lath / Brick Tie Inspection			REQUEST INSPECTION	
Rough Frame Inspection			REQUEST INSPECTION	
Final Framing Inspection			REQUEST INSPECTION	
Flat work / Pre-Pour) Inspection			REQUEST INSPECTION	
Final Driveway Inspection			REQUEST INSPECTION	
Fence Final Inspection			REQUEST INSPECTION	
Tree Protection Inspection			REQUEST INSPECTION	

Un-requested inspection may be requested through this section as well.